

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Storekeeper

BAND	GRADE	
NE	610	
DEPARTMENT: Public Works	ACCOUNTABLE TO: Fleet Supervisor	FLSA STATUS: Non-Exempt
CLASS SUMMARY: Incumbent is responsible for performing various activities in the warehouse. Duties include: receiving supplies, checking orders for completeness and damage, storing items in appropriate place in warehouse, checking stock levels to maintain inventory, contacting vendors regarding orders, inputting all data into computerized inventory control and checking warehouse for safety hazards.		
DISTINGUISHING CHARACTERISTICS: The Storekeeper is a stand alone classification. The Storekeeper is distinguished from all other classifications due to the unique duties performed specific to the warehouse function.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
1.	Receives shipments by unpacking items, checking-in items, inspecting items and placing items in storage areas.	Daily	
2.	Receives requests for supplies from City departments and prepares items for pick-up or shipment to City departments or other locations.	Daily	
3.	Contacts vendors regarding orders.	Daily	
4.	Completes and maintains records by inputting data, generating inventory reports and filing order documents.	Daily	
5.	Monitors stock levels and updates inventory counts on a regular basis; participates in the annual inventory.	Weekly	

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6.	Inspects warehouse for safety hazards; performs necessary cleaning and organization to maintain warehouse in a neat and orderly fashion.	Daily	
7.	Performs other duties of a similar nature or level.	As Required	

Knowledge (position requirements at entry):

Knowledge of:

- Shipping and receiving practices;
- Appropriate inventory levels.

Skills (position requirements at entry):

Skill in:

- Maintaining inventory records;
- Operating warehouse equipment such as forklifts;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High School diploma or General Equivalency Diploma (G.E.D.) and one year of experience performing warehousing functions; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

Position requires:

- Valid Arizona Driver's License.

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Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.

Incumbents may be subjected to moving mechanical parts, odors and dusts.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (hkn)

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